

## **REGULATIONS FOR ENROLMENT AND TUITION FEES 2022-2023**

under Section 7.31b, 7.33, 7.42, 7.45 and 7.46 of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, hereinafter: WHW) adopted by the Executive Board on 5 October 2021 and further amended on 14 June 2022.

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## 1. APPLICATION AND MATCHING BACHELORS DEGREE PROGRAMME

### *Section 7.31b WHW Rights and obligations for enrolment no later than 1 May*

1. If the party concerned has enrolled no later than 1 May for one or more Bachelor's degree programmes in the manner referred to in Section 7.31a, first paragraph, he is entitled to participate in the matching activities to be organised for the Bachelor's degree programmes concerned. The board of the institution may decide that the party concerned is required to participate in the matching activities.
2. In the event that the bridging of the distance between the domicile or residence and the location of the matching activities lead to serious difficulties for the prospective student, the board of the institution will make such provisions as to enable this prospective student to participate in the matching activities without his physical presence being required.
3. The board of the institution will issue a recommendation on the course of studies for each student who has applied and who has participated in the matching activities. A maximum number of recommendations on courses of studies to which the party concerned is entitled can be set by ministerial order.
4. If the second sentence of the first paragraph is applicable and the party concerned does not participate in the matching activities referred to in that paragraph without giving a valid reason, the board of the institution may decide to refuse the enrolment of the party concerned.
5. The board of the institution will lay down further rules for the implementation of the first to the fourth paragraph, which concern in any case:
  - a. the nature and contents of the matching activities for the institution or per degree programme;
  - b. the period within which the matching activities take place;
  - c. the period within which and the manner in which the recommendation on the course of studies will be given;
  - d. the valid reasons for the party concerned being unable to participate in the matching activities;
  - e. the consequences of non-participation in the matching activities without a valid reason for absence; and
  - f. the provisions referred to in the second paragraph.
6. The first to fourth paragraphs are not applicable to enrolment for a Bachelors degree programme for which a selection procedure applies.

### **A. Application no later than 1 May**

An initial registration for a Bachelors degree programme is possible only if applicants have applied for the degree programme in Studielink no later than 1 May 2021 (which is to say, has submitted a request for enrolment in Studielink on or before 1 May 2021). The following exceptions apply:

- a. this obligation to apply on or before 1 May 2021 applies only to one Bachelors degree programme if applicants have applied for more than one Bachelors degree programme. For the second and subsequent degree programmes, applicants must submit an enrolment application on or before 1 August 2022 via Studielink. In addition, applicants are obliged to take part in the matching activities of all degree programmes for which they are applying. For the second and subsequent degree programmes, applicants must register on or before 1 August 2022 for the last round of matching activities for the degree programmes concerned using the online form for this purpose;
- b. this obligation to apply on or before 1 May does not apply to:
  - i. those who have received a negative binding study advice for a higher vocational education (HBO) or university Bachelors degree programme so that application before 1 May was not possible, and
  - ii. those who on 1 August 2022 have attained at least 45 credits of a Bachelors degree programme from Utrecht University.

The applicants referred to under i and ii (except the exceptional cases referred to below under 1B, a to c) are obliged to take part in the degree programmes matching activities and to register for them in good time. In order to enable the degree programme to organise the matching, applicants must submit a request for enrolment in Studielink no later than 1 August 2022 and submit an application no later than 1 August 2022 for the final round of matching activities by means of the

digital form for that purpose, in which they may state that they come within a special category.

- c. for a degree programme having a selection under fixed quota, applicants are required to submit an enrolment request via Studielink no later than 15 January 2022.

Applicants who have not applied for the degree programme in time by means of an enrolment request in Studielink will not be admitted to the degree programme and will receive a rejection of their enrolment request from the head of the Central Student Administration (hereinafter: Head of CS a)

## **B. Required participation in matching activities**

Participation in a course of study matching activity is mandatory for those who on 1 May 2022 are registered at a Dutch address in the Persons Database (*Basisregistratie Personen - BRP*).

The obligation for matching does not apply to:

- a. those living outside the Netherlands, i.e. are not registered at a Dutch address in the BRP and who have submitted an application no later than 8 May 2022 for an exemption from participation in the matching activity. The following deadlines apply for submitting a request for exemption from the matching activity;
  - If in accordance with 1A the obligation to submit an application via Studielink no later than 1 May 2022 applies to the applicant, the application for exemption from participation in the matching activity must have been submitted no later than 8 May 2022;
  - If in accordance with 1A (a) of (b) the obligation to submit an application via Studielink no later than 1 August 2022 applies to the applicant, the application for exemption from participation in the matching activity must have been submitted no later than 2 August 2022.

In the above situation, the degree programme will offer the applicant a non-obligatory online form of matching, for which his physical presence is not required.

- b. an application for a degree programme having a selection under fixed quota, unless there is a situation as described in paragraph 3 of the Regulations governing bachelor degree programmes with selection under a fixed quota (*'Reglement selectie voor numerus fixus bacheloropleidingen'*) where the number of applications is lower than or equal to the number of available places: in that case the applicant concerned must participate in the matching activities to be organised by the degree programme. The degree programme will inform the applicants before 1 May 2022 of the dates of the matching activities;
- c. those who have fully participated in all components of the matching activities for the degree programme concerned in the preceding year.

A first registration by applicants who do not come under the exceptions referred to above under a to c is possible only if the records in OSIRIS show that the applicants have completed the matching requirement.

This is the case when the applicants have participated fully in all components of the matching activities for the degree programme and have met all deadlines and obligations in the process. This includes:

1. completing in full the matching form and returning it electronically:
  - o preferably within two weeks, and in any case no later than 15 May 2022 if the enrolment request for the degree programme has been submitted via Studielink no later than 1 May 2022;
  - o preferably within two weeks, and in any case no later than 8 August 2022 if the enrolment request for the degree programme has been submitted via Studielink after 1 May 2022 and no later than 31 July 2022;
2. preparing for the representative study activities;
3. participating fully in the representative study activities which are spread across two sessions;

4. registering their non-attendance as soon as possible, and in any case before the study activities start, if the applicants are unable for reasons beyond their control to participate in the study activities; the director of education for the Bachelors degree programme will decide at the request of the person concerned whether there is a valid reason for non-attendance;
5. completing a test or assignment;
6. participating in the follow-up discussion/feedback.

Decisions and announcements concerning the matching will be sent electronically to the applicants, to the email address entered by the applicants in Studielink.

Applicant who have not completed in full the matching form or have not complied with the deadlines and obligations in the process will not be admitted to the degree programme and will receive a rejection of their enrolment request from the Head of CSa.

### **C. Times for matching**

For degree programmes with more than 50 first-year students on reference date 1 October 2021, the matching activities take place twice, namely in April and June.

Study programmes with 50 or fewer first-year students on reference date 1 October 2021 organise matching activities in June.

The matching periods are as follows:

- 4 to 22 April 2022
- 1 to 17 June and 27 June to 1 July.

The dates of the matching activities will be communicated to potential students.

Furthermore, a final round of matching activities will take place from 22 up to and including 26 August 2022.

Applicants can register for this final round of matching activities no later than 1 August 2022. Registration must be by means of the appropriate digital form. After this date it will no longer be possible to participate in matching, and therefore to register.

The final round of matching activities is open only to:

- students who, after participating in matching activities, elected a different degree programme for which the outcome of matching was already published or made known elsewhere and were not able to participate in matching for this other degree programme in in the period April-June 2022;
- students who registered after 1 May for a different Bachelors degree programme (not being the one for which they registered before 1 May) who were not able to participate in the matching in the period April-June 2022;
- students who received a binding degree recommendation for a higher professional degree programme or university Bachelors degree programme at such a time that it was impossible to participate in the matching in June 2022;
- students who, in the opinion of the director of education, had not been able to participate in the matching activity in the period April-June 2022 due to *force majeure*;
- students as referred to in 1E, for whom the objection to the rejection of their application request has been declared well-founded;
- students who can demonstrate that as a consequence of a prolonged stay abroad are not able to participate in the period April-June 2022.

### **D. When and how the recommendation for choice of studies will be issued**

The student will receive feedback no later than two weeks after fulfilling the matching requirement that is intended to serve as an aid in making a final college choice.

**E. Failure to register on 1 May and participate in compulsory matching**

The head of the central student administration (hereinafter: Head of CSa) will reject the application request from:

- those who have not applied in time for the degree programme by means of an enrolment request in Studielink, and
- those for whom participation in the matching is obligatory, but who have not (fully) complied with the deadlines and obligations in the process

and will send this decision electronically to the email address that the applicant has entered in Studielink, stating the option to appeal against this decision to the Executive Board.

## 2. ENROLMENT

### *Section 7.33 WHW Procedure for enrolment*

1. Notwithstanding art. 7.39, enrolment will be in accordance with the rules of a procedural nature laid down by the board of the institution.
2. The board of the institution will issue the party who has enrolled with a certificate of enrolment setting out his rights.
3. Rules may be given by order in council concerning the rules referred to in the first paragraph.

### **A. Decisions on enrolment requests**

The Head of CSa will decide on requests for enrolment for a degree programme. An enrolment request will be granted if the students to be enrolled (hereinafter: 'the enrolees') fulfil these Regulations and pay the tuition fees.

If enrolees fail to fulfil these Regulations, the Head of CSa will inform them that their enrolment request, accompanied by an irrevocable authorisation from the university for collection of the outstanding tuition fees, can only be considered if they provide the missing information within the term set by the Head of CSa. In the event that this is not done, the Head of CSa will return the request for enrolment to the enrolees upon expiry of this term, accompanied by a statement that enrolment has been refused on the grounds stated therein.

### **B. First enrolment for a degree programme**

For the purpose of first enrolment for a degree programme at Utrecht University, the Head of CSa will receive the following from the enrolees:

- a.
    1. In the event that enrolees are nationals of a country belonging to the EU/EEA or Switzerland and are enrolling at the University for the first time, if their identity have not been verified through Studielink/ the Education Implementation Body [Dutch: *Dienst Uitvoering Onderwijs, DUO*]: a copy of the enrolee's valid passport/identity card.
    2. In the event that the enrolees are not nationals of a country belonging to the EU/EEA or Switzerland and are enrolling at the University for the first time, if their residence status have not been verified through Studielink/DUO:
      - a copy of the enrolee's valid passport with the enrolee's date of birth, and
      - proof that they, on the first day of the degree programme for which they are enrolling:
        - o are legal residents of the Netherlands, or;
        - o reside outside the Netherlands.
- As proof of legal residence in the Netherlands, the Head of CSa will receive the following from the enrolee, whose residence status has not been verified through Studielink/DUO:
- a copy of the extract from the *Gemeentelijke Basis Administratie Personen* (municipal personal records database) for the enrolee's place of residence, or
  - a copy of the front and back of a valid residence permit or permanent residence permit for the enrolee, or
  - a copy of the proof of payment or proof of receipt of the enrolee's application for a residence permit, or
  - a copy of the enrolee's valid passport with *MVV*-sticker (provisional residence permit), or
  - proof of an application for the renewal of a residence permit, or proof of receipt by the IND [Immigration and Naturalisation Service] or the request for payment of the charges for this.
- b. an irrevocable authorisation for the University for the collection of the tuition fees payable, either in a lump sum or in five instalments, or – in exceptional cases – proof that the tuition fees payable have been paid in another manner, to be determined by the

Head of CSa. Non-EU/EEA/Swiss/Surinamese students enrolling with Utrecht University for the first time in 2022-2023 and for whom Utrecht University guarantees the residence permit, must have paid the tuition fees as a lump sum through transfer to the account number specified by the Head of CSa, no later than the commencement of the enrolment, unless the team International Student Admissions of the Academic Affairs' Office declares that the student will receive a grant. In this case, the tuition fees must be paid in a manner to be determined by the Head of CSa.

#### **First enrolment Bachelor's degree programme**

The Head of CSa will also receive the following from enrolees requesting enrolment in a Bachelor's degree programme:

1. A 'First Enrolment Request' submitted via Studielink;
2. If no verification of the previous education has been obtained through Studielink/DUO: Proof of sufficient previous education for the degree programme chosen, or – if the enrolee received his previous education outside the Netherlands and this previous education does not provide direct access on the basis of the European Convention – proof of sufficient previous education provided by the team International Student Admissions of the Academic Affairs Office ;
3. If the degree programme in question selects prospective students on the grounds of Section 6.7 or Section 7.53 WHW, enrolment for the degree programme concerned will only take place if the admissions committee for that degree programme has recorded the admission decision of the applicant in OSIRIS.
4. If the enrolee has not previously been enrolled at UU for a degree programme with a numerical admission limit as referred to in Section 7.53 WHW and wishes to enrol for a subsequent year of the degree programme in question: a statement of admission from or issued on behalf of the dean of the faculty;
5. If the enrolee fails to fulfil the further or additional previous education requirements for the degree programme to which the enrolee is requesting admission, an academic sufficiency statement, issued by the faculty, showing that the enrolee fulfils specific, comparable requirements.

#### **First enrolment Master's degree programme**

The Head of CSa will also receive from the enrolee who is requesting enrolment for a Master's degree programme, the 'First Enrolment Request' via Studielink. Enrolment for the Master's degree programme will only take place if the admissions committee for the Master's degree programme has checked the final admission decision for the enrolee in OSIRIS.

#### **Withdrawal of request for first enrolment**

A request for enrolment will be considered withdrawn if:

- the enrolee has not received proof of a first enrolment for a Bachelor's degree programme by virtue of the 'Regulations governing bachelor degree programmes with selection under a fixed quota (*Reglement selectie voor numerus fixus bacheloropleidingen*)
- the enrolee has not obtained an admission decision for a first enrolment on a Master's degree programme;
- the enrolee who has completed a previous non-Dutch education, which does not give direct admission on the basis of the European Treaty, has not received a certificate of satisfactory previous education from the team International Student Admissions of the Student and Academic Affairs' Office.

#### **C. Re-enrolment in a degree programme**

For the purpose of re-enrolment for a degree programme, the Head of CSa will receive from the enrolee:

- a. The 'request for re-enrolment' submitted via Studielink;

- b. an irrevocable authorisation for the University for the collection of the tuition fees payable, in a lump sum or in five instalments, or – in exceptional cases – proof that the tuition fees payable have been paid in another manner, to be determined by the Head of CSa.



### 3. COMMENCEMENT AND TERMINATION OF ENROLMENT

#### A. Commencement date for enrolment

The commencement date is always the first day of a month.

- a. Enrolment takes place from 1 September if
  - the enrolment request was submitted prior to 1 September in Studielink, and
  - the Head of CSa has received the supporting documents under the terms of these Regulations no later than 30 September.
- b. Enrolment after 1 September, effective at some later date, is possible only if
  1. the degree programme for the student concerned does not commence on 1 September, but on 1 February. Enrolment will then take place on 1 February if the student has requested this explicitly and if the enrolment request submitted via Studielink has been received by the Head of CSa before 1 February, and the Head of CSa has received the supporting documents under the terms of these Regulations no later than 28 February.
  2. this is allowed by the facultys head / manager for Education and Student Affairs (hereinafter the 'Head of ESA'). The Head of ESA will so allow if there are such personal circumstances that justify enrolment at the later date. The Head of ESA will take into consideration only those personal circumstances that the student has reported to his counsellor as quickly as possible. Personal circumstances are illness, pregnancy, functional impairment, top-class sport, mandatory waiting time for internships, special/serious family circumstances and other forms of *force majeure*. The enrolment will then take effect at the later date if
    - the student has explicitly so requested, and
    - if the enrolment request submitted via Studielink has been received by the Head of CSa no later than the first day of the month in which registration should take effect, and
    - the Head of CSa has received the supporting documents under the terms of these Regulations no later than in the month in which enrolment should take effect.

Enrolment with retrospective effect is not possible unless the enrolment is delayed by circumstances attributable to Utrecht.

#### B. Termination date of enrolment

*Section 7.42 WHW Procedure for the termination of enrolment*

1. At the request of the party enrolled for a course, the board of the institution will terminate the enrolment with effect from the following month.
2. In the event that the party enrolled for a course has not paid his statutory tuition fees, institution tuition fees, OU tuition fees or examination fees, following a reminder, the board of the institution may terminate the enrolment with effect from the second month following the date of the reminder.
3. If an enrolment is terminated in a case as referred to Section 7.8b(5), Section 7.12b, Section 7.37(5) or (6), Section 7.42a or Section 7.57h (1) or (2), the board of the institution will terminate the enrolment with effect from the following month.
4. The board of the institution will adopt rules of procedure concerning the application of this article.
5. The board of the institution will inform the party concerned and Our Minister of the termination of the enrolment.

Enrolment will terminate on the following 31 August, unless the enrolment is terminated prematurely by virtue of Section 7.8b(5), Section 7.12b, Section 7.42, Section 7.42a or Section 7.57h WHW.

The Head of CSa will grant a written request for the termination of the enrolment submitted through Studielink with effect from the month following the month in which the request was submitted.

### **3A. CONDITIONAL ENROLLMENT RELATED TO COVID-19**

#### **A. Bachelors**

1. Conditional enrollment effective September 1, 2022, is possible for the bachelors degree if authorized by a contact person designated by the dean. The contact person will allow this if:
  - a. the enrollee has not been able to complete one or more units of study of the bachelors propaedeutic phase in the study year 2021-2022 whereby the enrollee has indicated that this study delay is related to the government measures related to COVID-19, and
  - b. there is, in the opinion of the contact person, a studyable program when combining the completion of the missing HBO propaedeutic components with the pursuit of the university bachelors degree, and
  - c. the enrollee has fulfilled any additional requirements of the programme before 1 September 2022.
  
2. Head CSa:
  - a. enrolls students referred to in A1 and states in the decision:
    - that the student must submit a piece of evidence to Head CSa immediately after obtaining the HBO propaedeutic degree;
    - that the enrolment will be terminated with effect from 1 January 2023 if the student has not passed the HBO propaedeutic examination by 1 January 2023 and has not sent proof of this to Head CSa by 31 January 2023 at the latest.
  - b. rejects the request for conditional enrollment of students who do not meet the conditions listed under A1 a through c. The decisions will refer to the possibility of objection to the Executive Board.
  - c. sends a warning to the conditionally enrolled students who have not yet sent proof of a obtained HBO propaedeutic degree at the end of November 2022, stating that their enrolment will be terminated if they have not obtained the HBO propaedeutic degree before January 1, 2023 and have not sent proof of this to Head CSa.
  - d. terminates the enrollment of students who have not passed the HBO propaedeutic examination by January 1, 2023, and have sent proof thereof to Head CSa by January 31, 2023. Head CSa may waive the termination of enrollment if termination as a result of unforeseen circumstances would lead to an exceptional case of utmost unfairness, and the student has submitted a request for application of the hardship clause no later than January 1, 2023. If Head CSa waives the termination of the enrolment with effect from 1 January 2023 by application of the hardship clause, the student must have passed the HBO propaedeutic examination before 1 September 2023 and must have sent proof of this before 30 September 2023 to Head CSa.
  - e. . Failure to do so will result in the student not being able to enroll for the 2023-2024 academic year.
  
3. Hardship Clause:

Head CSa may conditionally enroll a person who was unable to complete a hbo bachelor because of the government measures related to COVID-19, as of September 1, 2022, if the contact person indicates that failure to enroll would result in a special case of hardship. In doing so, the provisions of subparagraphs A1 and 2 shall apply mutatis mutandis.

## **B. Masters**

1. Conditional enrolment with effect from 1 September 2022 is possible for the masters programme if the admissions committee of the masters programme
  - a. has determined that the candidate meets the conditions set forth in the teaching and examination regulations with respect to admission and conditional enrollment in connection with COVID-19, and
  - b. has recorded the enrolles admission decision in OSIRIS, and
  - c. has notified Head CSa that the candidate can be conditionally enrolled.
  
2. Head CSa:
  - a. enrolls the students referred to in B1 and states in the decision:
    - that the student must submit a piece of evidence to Head CSa immediately after obtaining the bachelors degree;
    - that enrolment as of 1 September 2023 is not possible if the student has not obtained the bachelors degree before 1 September 2023 and has not sent a proof to Head CSa by 30 September 2023.
  - b. rejects the request for conditional enrollment of students who do not meet the conditions mentioned in B1 a through c. Decisions will refer to the possibility of appeal to the Executive Board.
  - c. sends a warning to the conditionally enrolled students who have not yet sent proof of having obtained a bachelors degree in June 2023, stating that enrolment as of 1 September 2023 is not possible if they have not obtained the bachelors degree and sent a proof to Head CSa before 1 September 2023.
  - d. blocks the enrollment for the 2023-2024 academic year of those students who have not completed the bachelors degree by September 1, 2023 and sent proof to Head CSa before September 30 2023.

## 4. TUITION FEES

### *Section 7.45. Amount of the statutory tuition fees*

1. The amount of the full statutory tuition fees will be established by order in council.
2. The amount of the part of the statutory tuition fees will be set by the board of the institution and is between a minimum and a maximum amount. These amounts will be established by order in council.
3. The part of the statutory tuition fees will not amount to more than the full statutory tuition fees.
4. The board of the institution will inform the Minister of the amount that the board of the institution has set on the grounds of the second paragraph.
5. The amounts established by or pursuant to an order in council as referred to in the first and second paragraphs will be indexed annually in accordance with the consumer price index, in the manner as laid down by or pursuant to an order in council.

### *Section 7.46. Institutional tuition fees*

1. A student who does not meet the conditions as referred to in Section 7.45a (1), (2) (3) or (6) and is not enrolled for an educational unit with the Open University, is required to pay institutional tuition fees.
2. The amount of the institutional tuition fees will be determined by the board of the institution. The board of the institution may determine differing institutional tuition fees per course or group of courses or per group or groups of students.
3. Notwithstanding Section 7.3c(4), the institutional tuition fees will amount to at least the full statutory tuition fees referred to in Section 7.45(1).
4. If the student as referred to in the first paragraph does meet the conditions as referred to in Section 7.45a (1), (2), (3) or (6) in the course of the first academic year, he will owe statutory tuition fees for the remaining part of the academic year at his request, and the board of the institution will refund him the higher institutional tuition fees that the student has paid for the remainder of the academic year.
5. The board of the institution will lay down rules concerning the application of this article.

### **A. Amount of tuition fees**

- a. The following fees (statutory tuition fees):

full-time:	€ 2,209
part-time:	€ 1,963
dual:	€ 2,209

apply to a student who according to the Persons Database:

- holds Dutch nationality;
- holds the nationality of a country that is party to the Agreement on the European Economic Area (EEA, i.e. Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden or Switzerland
- holds the nationality of Suriname, or
- does not hold not the nationality of a member state of the European Economic Area or Switzerland (Directive 2004/38/EC) but demonstrates to be a member of the family of a person who lives in the Netherlands and who holds the nationality of an EEA country or Switzerland. Family member is taken to mean:
  - spouse
  - partner which whom the EU citizen has entered into a registered partnership

- children (direct blood relative in the descending line, as well as those of the spouse or partner under the age of 21 years or those who are their dependants);
  - parents (direct blood relatives in the ascending line, as well as those of the spouse and partner who are their dependants).
  - demonstrates to be a child holding Turkish nationality of current or former employees living in the Netherlands who work or have worked in the Netherlands: there is therefore no right for children of Turkish self-employed persons, nor for children of Turkish subjects who are economically active in the Netherlands but do not live in the Netherlands (Association Decision 1/80 of the EEC/Turkey Association Council).
  - does not hold Dutch nationality but is lawfully resident in the Netherlands:
    - on the grounds of a residence permit as referred to in Section 8(b) of the Aliens Act 2000 (*Vreemdelingenwet 2000*);
    - on the grounds of a temporary residence permit as referred to in Section 28 of the Aliens Act 2000;
    - on the grounds of a residence permit as referred to in Section 8(d) of the Aliens Act 2000;
    - on the grounds of Article 8 (g) or (h) of the Aliens Act 2000, in so far as he is already receiving a student grant; or
    - on the grounds of a temporary residence permit as referred to in Section 14 of the Aliens Act 2000 that was granted with a restriction:
      - relating to residence as a member of the family of a Dutch national or of an alien as referred to in (a) or this part, or on non-temporary humanitarian grounds relating hereto;
      - relating to temporary humanitarian grounds or non-temporary humanitarian grounds relating hereto;
      - as referred to in Section 3.4(3) of the Aliens Decree 2000 or non-temporary humanitarian grounds relating hereto; or
      - relating to the settlement of an estate under the Aliens Act (old) as referred to in Article 3.17a, part b, of the Aliens Regulations 2000 (*Voorschrift Vreemdelingen 2000*) or non-temporary humanitarian grounds relating hereto.
  - does not hold the nationality of a state that is party to the Agreement on the European Economic Area, but does hold an EU residence permit for a long-term resident; or
  - receives benefit through the University Assistance Fund (UAF), and
2. according to the Higher Education Database (*Basis Register Onderwijs-Hoger Onderwijs*, BRON-HO):
- for a Bachelors degree programme has not previously received a Bachelors degree, final diploma for an undivided university education or final diploma for a higher professional education, or,
  - for a Masters degree programme has not previously received a Masters degree or a final diploma for an undivided university education, or
3. for a Bachelors degree programme has received a previous Bachelors degree, final diploma for an undivided university education or final diploma for a higher professional education, or for a Masters degree programme or a previous Masters degree or final diploma for an undivided university education, but one of the following exceptions apply:
- i. the degree programme for which a degree/diploma was earned does not fall within the field of education or healthcare, but the second degree programme does fall within these, and the student has not previously claimed statutory tuition fees for a second study in education/healthcare (an appeal can be made to this exception once only, either in relation to a degree programme in

- the area of education, or in relation to a degree programme in the area of healthcare), or;
- ii. the second degree programme was begun during the first degree programme (that is, there was at least one month of simultaneous registration for both degree programmes), and the second degree programme was continued without a break (that is, the students registration was not interrupted).
4. Furthermore, the fees referred to under a. apply to a student who:
- has not yet earned a Master's degree at another Dutch university or university of applied sciences and
  - has completed a first masters programme at Utrecht University and paid statutory tuition fees for it at Utrecht University,
  - enrolled in a second masters programme at Utrecht University in the same or following academic year,
  - has followed the second masters programme uninterruptedly.
- b. The statutory tuition fee for a student at University College Utrecht (UCU) who meets the requirements under a, 1 to 4 is:
- at University College Utrecht (UCU): € 4,584;
  - for Philosophy, Politics and Economics (PPE): € 4,418.
- c. The following fees apply to students who do not meet the requirements under a 1:
- |  | Bachelor | Master  |
|--|----------|---------|
| Arts/Humanities or Social/Behavioural degree programme | €11,000  | €17,500 |
| Science or biomedical degree programme                 | €14,000  | €20,750 |
| University College Utrecht                             | €14,000  |         |
| Philosophy, Politics and Economics (PPE)               | €13,100  |         |
| Veterinary Medicine or Medicine, Pharmacy              | €23,300  | €26,700 |
- d. The following fees apply to students who do not meet the requirements under a 2 to 4:
- |  | Bachelor | Master  |
|--|----------|---------|
| Arts/Humanities or Social/Behavioural degree programme | €9,895   | €12,295 |
| Science or biomedical degree programme                 | €12,336  | €14,363 |
| University College Utrecht                             | €12,336  |         |
| Philosophy, Politics and Economics (PPE)               | €12,063  |         |
| Veterinary Medicine or Medicine, Pharmacy              | €20,200  | €23,200 |
- e. Students who have enrolled for a combined programme or a combined degree programme with an institution abroad, for which the Executive Board has decided in response to a request from the dean that the tuition fees for those students will be zero, will not have to pay tuition fees for the enrolment concerned. The dean will ensure that the Head of CSa receives a list of applicants who qualify for this scheme.
- f. For students referred to under a1 and b who have enrolled for the first time for a bachelor degree programme in the 2022-2023 academic year (i.e. according to the Education Database have not previously enrolled for a higher education programme at a Dutch university or university of applied sciences since 1 September 1991), the lower statutory tuition fees as referred to in Article 7.45(5) WHW will apply. The lower statutory tuition fees are 50 per cent of the amounts referred to under a and b:
- statutory tuition fee first year full-time: € 1,105
  - statutory tuition fee first-year part-time: € 2982
  - statutory tuition fees first-year students at University College Utrecht: € 3,480
  - statutory tuition fee first-years Philosophy, Politics and Economics (PPE): € 3,314.

- g. For the students referred to under a1 and b, who
- according to the basic register of education, were not previously enrolled in a higher education programme at a Dutch university or university of applied sciences between 1 September 1991 and 31 August 2018, and
  - as of 2022-2023, enrolled for the first time in a masters degree programme that is included in the education section of the Central Register of Higher Education, the reduced statutory tuition fee specified in Section 7.45(5) of the WHW shall apply. The reduced statutory tuition fee shall amount to 50 per cent of the amount specified in section a:
  - the statutory tuition fee for first-year full-time students: €1,105
  - the statutory tuition fee for first-year part-time students: €982.
- h. For students with Ukrainian nationality, the following fees apply (institutional tuition fees):
- full-time: € 2.209
  - part-time: € 1.963
  - dual: € 2.209

### **B. Determination of tuition fees**

The Head of CSa will determine on the basis of the data entered in BRON-HO/Studielink whether a student is liable to pay the statutory tuition fees as referred to in Section 7.45(1) WHW, or the institutional tuition fees as referred to in Section 7.46 WHW.

If it transpires at a later stage that the level of tuition fees has been established on the basis of incorrect or incomplete information, Utrecht University reserves the right to charge the correct tuition fees at a later date

### **C. Waivers and grants**

Waivers and grants relating to the tuition fees referred to in 4A.c may be granted by or on behalf of the dean of the faculty or the dean of University College Utrecht. On the grounds of the Emergency Fund Scheme of Utrecht University, the Director of the Student and Academic Affairs' Office may grant a waiver of tuition fees referred to in 4A.c and d for all or part of the tuition fees in excess of the statutory part. The head of CSa will reduce the tuition fees by the amount of the waiver or grant awarded.

### **D. Right of transfer**

1. For students at University College Utrecht who
  - come under the provisions of c (i.e. the institutional tuition fees payable by non-EEA students)
  - enrolled for the first time at University College Utrecht in 2018-2019 and remain enrolled there uninterruptedly
 the institutional fees will be increased during the coming years in steps of EUR 100 + indexation, until they are equal to the institutional tuition fees for non-EEA students who will start at University College Utrecht in 2019-2020 or later. The rate for 2019-2020 is EUR 10,700, in 2020-2021 €11,113, in 2021-2022 €11.348 and in 2022-2023 €11.663.
  
2. For students at University College Utrecht who
  - come under the provisions of c (i.e. the institutional tuition fees payable by non-EEA students)
  - enrolled for the first time at University College Utrecht in 2019-2020 and remain enrolled there uninterruptedly
 the institutional fees will be increased during the coming years in steps of EUR 100 + indexation, until they are equal to the institutional tuition fees for non-EEA students who will start at University College Utrecht in 2020-2021 or later. The rate for 2020-2021 is €11,836, in 2021-2022 is €12.081, and in 2022-2023 €12.410.

3. Students at University College Utrecht who
- fall under the provision under c. (i.e. pay the institutional tuition fees for non-EEA students)
  - were enrolled at University College Utrecht for the first time in 2020-2021 and remain enrolled without interruption

the institutional tuition fee will be increased in the coming years in steps of 100 euros + indexation until it is equal to the institutional tuition fee for non-EEA students who start at University College Utrecht in 2021-2022 or later. The institutional fee in 2021-2022 is €12,751 and in 2022-2023 €13.093.

4. Students at University College Utrecht who
- fall under the provisions described under c. (i.e. pay the institutional tuition fees for non-EEA students)
  - were enrolled at University College Utrecht for the first time in 2021-2022 and remain enrolled without interruption

the institutional tuition fees will be increased in the coming years in steps of 100 euros + indexation until they are equal to the institutional tuition fees for non-EEA students who start at University College Utrecht in 2022-2023 or later. The fee in 2022-2023 is €13,856.

### **E. Hardship clause**

The Director of the Student and Academic Affairs' Office can deviate from the provisions referred to under 4 A, B and D if these provisions would lead to a special case of extreme unfairness.

### **F. Reduction or exemption**

#### *Section 7.48 Reductions, exemptions and repayment of statutory tuition fees*

1. In the event that a student as referred to in Section 7.45a is enrolled at an institution for a course and wishes to have a second enrolment at the same or another supported institution, with the exception of the Open University, s/he will be exempted from paying tuition fees for the second enrolment, unless the amount paid or to be paid for the first enrolment is lower than the statutory tuition fees as referred to in Section 7.45(1). In this case, the difference is payable.
2. Students who are liable to pay school fees or course fees by virtue of the School and Course Fees Act [Dutch: *Les- en Cursusgeldwet*] to follow a course funded from the public purse, and who wish for another enrolment instead of or alongside this in the same academic year, and are therefore liable to pay the statutory tuition fees, as referred to in Section 7.45(1), are liable to pay tuition fees for the enrolment on a course at a state-supported institution, with the exception of the Open University, equal to the difference between the amount already paid and the said – higher – tuition fees. If such students are liable to pay tuition fees that are lower than the amount already paid, they will be exempted from paying tuition fees.
3. If enrolment takes place during the academic year, students are liable to pay only part of the statutory tuition fees payable. In this case, the amount payable will be charged pro rata in accordance with the number of months of the academic year remaining.
4. Students may claim repayment of one twelfth of the statutory tuition fees payable for every month the academic year continues following termination of their enrolment, unless a payment arrangement as referred to in Section 7.47(b), has been entered into. In the event that a student dies during the academic year, one twelfth part of the statutory tuition fees paid will be repaid for each subsequent month of the academic year following his decease. Upon termination of enrolment with effect from July or August, students may not claim termination of the payment of the instalments, as referred to in Section 7.47(b), or repayment of the tuition fees paid for these months unless the Board of the institution has arranged otherwise. This paragraph does not apply to the Open University.
5. Reductions or exemptions from payment of the statutory tuition fees in cases other than those referred to in the first through fourth paragraphs will be considered inappropriate expenditure of the state's contribution, as referred to in Section 2.9(1).
6. The Board of the Open University will adopt regulations in which a facility is made available in the form of a reduction of the OU tuition fees for students as referred to in Section 7.45c(1), for whom the means test income, referred to in Section 8, first through fourth paragraphs of the General Income-Dependent Schemes Act [Dutch: *Algemene wet inkomensafhankelijke regelingen*], is less than 110% of the taxable minimum wage. In these regulations, the board of the institution will stipulate what documents must accompany the application. The level of the reduction, referred to in the first sentence, will in any event depend on the income of the party concerned.
7. Students who may claim to pay the statutory tuition fees, as referred to in Section 7.45a(2), will not be exempted from paying tuition fees as referred to in Sections 7.45, 7.45a, 7.45b and 7.46.



### **Statutory tuition fees**

In determining tuition fees on an individual basis, the Head of CSa will apply a reduction or exemption from payment of tuition fees for students who are required to pay the statutory tuition fees if:

- a. the enrolment takes place on or after 1 October: the tuition fees will be reduced in proportion to the number of months;
- b. the enrollee is enrolled for another degree programme during the same period at the university or at a higher education institution and has paid the statutory tuition fees there: the tuition fees will be reduced by the amount already paid, except in the situation referred to in Section 7.48(7) WHW.

### **Institutional tuition fees**

In determining individual institutional tuition fees for students who do not fulfil the requirements referred to in 4A a 1 to 4, the Head of CSa will apply a reduction in or exemption from the tuition fees only in the following cases:

- a. enrolment takes place on or after 1 October: the tuition fees will be reduced in proportion to the number of months;
- b. a tuition fee waiver has been granted to the enrollee: the tuition fees will be reduced by the waiver granted.
- c. the enrollee is enrolled for the same period at Utrecht University for another course: the tuition fees will be reduced by the amount already paid.

### **G. Collection**

The tuition fees will be paid to the university by an irrevocable authorisation for Utrecht University to collect the tuition fees payable, as a lump sum or in five equal instalments. In the case of collection in instalments, the first instalment will be increased by €24 in administration charges.

The Head of CSa may rule that the tuition fees must be paid by transfer to an account number to be specified by the Head of CSa.

Non-EU/EEA students enrolling with Utrecht University for the first time in 2021-2022 and for whom Utrecht University guarantees the residence permit, must have paid the tuition fees as a lump sum through transfer to the account number specified by the Head of CSa prior to the commencement of the enrolment, unless the team International Student Admissions of the Academic Affairs' Office declares that the student will receive a grant. In that case, the tuition fees must be paid in a manner to be determined by the Head of CSa.

### **H. Consequences of late or non-payment of tuition fees**

1. In the event that an authorisation for a direct debit is issued for the payment of tuition fees and it proves impossible to collect an instalment thereof, the Head of CSa will set a term in the event of late payment, within which the instalment due must have been paid.

2. In the event that the amount payable is not paid within the period stipulated, the student will be barred from using the university's ICT and other facilities with immediate effect, having first been informed of this.
3. In the event that an instalment cannot be collected, and the student has not paid this in another manner, following a reminder, the remainder of the tuition fees becomes payable as a lump sum. Collection of the remaining tuition fees will take place by a debt collection agency.
4. Collection costs are at the student's expense.
5. Payments will be allocated to the claim for tuition fees that has been outstanding the longest.
6. In the event that in any one academic year three instalments are not paid on time, or in the event that in any one academic year the (outstanding) tuition fees have to be collected by a collection agency, the tuition fees may not be paid in instalments in a subsequent academic year. In such cases, the tuition fees payable for a subsequent academic year must be paid as a lump sum by transfer to the bank account specified by the Head of CSa prior to the commencement date of the enrolment. The Head of CSa will inform the student of this.
7. In the event that, at the end of an academic year (31 August), the tuition fees or part thereof have not been paid, enrolment for a subsequent academic year may not take place until the outstanding amount of tuition fees has been paid and the tuition fees for the academic year for which the student wishes to enrol have been paid as a lump sum.
8. In the event that there is an outstanding amount of tuition fees that has not been paid, the student will not be issued with a certificate for the examination passed by the student.
9. In the event that the outstanding amount cannot be collected by the collection agency, the Head of CSa will terminate the student's enrolment with effect from the second month following the month in which the reminder referred to under 1 was sent by the Head of CSa.

#### **I. Restitution**

In the event that the enrolment is terminated prematurely commencing in the months from October 2022 to June 2023 by virtue of the stipulations of these Regulations under 2B, the Head of CSa will ensure that, for every month remaining in the academic year in question, one twelfth of the tuition fees paid is repaid, unless the student in question is still enrolled for one or more degree programmes.

In the case of termination of enrolment as from July or August 2023, no restitution of tuition fees will take place.

In the event that, alongside the enrolment at UU, there is a second enrolment with another higher education institution, restitution of part of the tuition fees will only take place in the case of EEA, Swiss and Surinamese students if the statement of tuition fees paid (for the second enrolment) is submitted, or a proof of termination of enrolment is submitted to the Head of CSa.

In the event of the death of the student, the Head of CSa (following receipt of a copy of the letter of condolence from the Executive Board to the surviving relatives) will ensure that, for each month remaining in the academic year in question following the student's death, one twelfth of the tuition fees paid is returned to the account from which the tuition fees were collected.

#### **J. Refund for educational module**

At the request of the student who is enrolled for an educational module as referred to in the Flexible Higher Education (Experiments) Decree (Besluit experimenten flexibel hoger onderwijs) and who on the grounds of Article 27(3) of that Decree has paid half of the statutory tuition fee, the Head of CSa will terminate that student's registration with effect

from the following month. The student may claim a refund of a proportional amount of the tuition fee paid by the student concerned for each month that the educational module would still last following termination of the registration (assuming 6 months for an educational module taken full-time, and 12 months for a module taken part-time).

**K. Collection and Repayment University College Roosevelt**

Contrary to that stipulated in these Regulations, University College Roosevelt will set, collect and repay tuition fees for its students.

**L. Tuition fees set to zero for a combined degree programme or programme**

Tuition fees will be zero for students who have enrolled for a combined degree programme/programme with a university abroad and who have paid tuition fees to that university abroad, if the Executive Board has decided in response to a request from the dean that this is permitted. The dean will ensure that the Head of CSa receives a list of applicants for whom the tuition fees will be zero. A condition for setting tuition fees to zero is that the student has remained enrolled at Utrecht University for the entire duration of the degree programme.

**M. Exemption from tuition fees in connection with a management position**

On the grounds of Article 7.47a WHW, the Head of CSa will exempt students appointed by the Director of the Student and Academic Affairs' Office to a management position once only from paying statutory tuition fees, once only for a period of one academic year.

## 5. PRE-MASTER: FEES AND ENROLMENT

*Section 7.57i. Support to facilitate good progression from higher professional education to a Masters degree programme in university education*

1. The education and examination rules of the universities of applied sciences and universities concerned and the Open University determine the way in which those who have passed the final examination for a particular Bachelors degree programme in higher professional education may be offered support by the Board of the institution to facilitate good progression to a related Masters degree programme in university education.
2. The Board of the Institution may ask for a fee for offering the support as referred to in the first paragraph.
3. The fee referred to in the second paragraph for supporting a study load of 60 credits or more will be a maximum of the full statutory tuition fees as referred to in Section 7.45(1) or, in the case of progression to a Master's degree programme with the Open University, a maximum of the OU tuition fees referred to in Section 7.45b(1).
4. The fee referred to in the second paragraph for supporting a study load of fewer than 60 credits will be a maximum of a proportional part of the statutory tuition fees as referred to in Section 7.45(1) or, in the case of progression to a Master's degree programme with the Open University, a maximum of a proportional part of the OU tuition fees referred to in Section 7.45b(1).
5. Section 7.4 (1) and (2) is applicable by analogy to the calculation of the study load of the support.
6. A student who makes use of the support while he is studying a course for which he is required to pay statutory tuition fees as referred to in Section 7.45(1) or OU tuition fees as referred to in Section 7.45b(1) will be exempted from paying a fee for the support.
7. A student who makes use of the support and, contrary to Section 7.32(3), is enrolled on a course only with that in mind, will pay instead of tuition fees a fee for the support during the period that he receives support.

### Pre-master fees

The following fees apply to the pre-master student:

- course of 7,5 ec: € 276
- course of 15 ec: € 552
- course of 22,5 ec: € 828
- course of 30 ec: € 1.105
- course of 37,5 ec: € 1.381
- course of 45 ec: € 1.657
- course of 52,5 ec: € 1.933
- course of 60 ec: € 2.209

The Head of CSa will determine, based on information pertaining to the pre-master recorded in OSIRIS, what fee the student owes, with the proviso that:

- there will be no exemption or reduction of tuition fees for a second registration for a programme or pre-master course of study;
- in case of early termination of enrolment, only a refund will be given of a proportional part of the pre-master fees paid, if;
  - o the student is excluded by the Board of Studies of the Graduate School from further participation in the pre-master course due to insufficient progress in the pre-master course;
  - o the student dean has established that due to circumstances beyond the student's control/personal circumstances the student cannot participate in the degree programme/the examinations of the pre-master course.
- if the pre-master student outside the pre-master programme is taking a different programme in higher education for the same period, the Head of CSa can apply the institutional fee to students who have already earned a degree;

- the pre-master student who is registered at the same time for a different programme in higher education and has paid statutory tuition fees for it, is exempted from paying the fee for the pre-master;

The pre-master fee for the pre-master course of study will be paid in the first academic year by the pre-master student; the pre-master student who has paid (or is exempt from) the fees due for the pre-master course will, when applying for the programme concerned in a subsequent academic year, be exempted from paying the fee again. Contrary to that provided for in the previous sentence, the pre-master student will pay the pre-master fee in two academic years if the pre-master is being provided part-time over two academic years. The Head of CSa will establish on the basis of the information registered in OSIRIS concerning the study load of the part-time pre-master in the academic year concerned what pre-master rate the student will owe for that academic year.

#### **Commencement date for enrolling for a pre-master programme**

Contrary to the provisions of 3A in these regulations, the student will be enrolled for a pre-master programme commencing on the starting date of the pre-master programme as stated on the provisional admission decision for the Master's degree programme if:

- the enrolment application submitted via Studielink has been received by the Head of CSa no later than before the starting date of the pre-master course, and
- the Head of CSa has also received from the applicant the other documents on the grounds of these Regulations no later than in the month in which the pre-master course starts.

### **6. EXTRANEUS**

It is not possible to enrol as an extraneus as this is prevented by the nature and importance of the education at Utrecht University. Contrary to this, it is possible to enrol as an extraneus for those degree programmes for which the Executive Board has determined that this is permitted in response to a request from the dean. The dean will ensure that the Head of CSa receives an overview of the enrolees who wish to be enrolled as extraneus for the degree programme concerned. Enrolment will not proceed until the relevant examination fees have been paid. Extranei are required to pay an examination fee of € 500 for each academic year that they are enrolled for a degree programme. Examination fees are not subject to any exemption, reduction or refund.

### **6A. FLEXIBLE STUDY**

#### **A. Degree programmes open to flexible study**

For the 2022-2023 academic year, students will be able to participate in the flexible study experiment for the following degree programmes:

Teacher training programmes at the Graduate School of Teaching:

- M Science Education and Communication
- M Language and Cultural Science Education and Communication
- M Human and Social Sciences Education and Communication
- M LVHO (Teacher of preparatory higher education) in Science
- M LVHO in Language and Cultural Sciences
- M LVHO in Human and Social Sciences

Faculty of Geosciences:

- Geographical Information Management and Applications - GIMA (programme as part of the Geographical Sciences programme)

Faculty of Humanities:

- B Liberal Arts & Sciences
- B Taal- en cultuurstudies,
- M Neerlandistiek,

- M Religie en samenleving en
  - M Contemporary Theatre, Dance and Dramaturgy,
  - RM Musicology.
- Faculty of Law, Economics and Governance:
- M Sportbeleid en Sportmanagement.

Participation is open only for the master 's degree programmes and not for the premaster. In addition, participation in flexible study is open to student members of the University Council and student assessors of Faculty Boards who pay statutory tuition fee.

### **B. Participation conditions**

Students are eligible for participation in the experiment if:

- a. they are registered in 2022-2023 as full-time students (in their first year or re-registered) for a degree programme listed under A, and
- b. they belong to one of the following target groups:
  - students who can combine their studies more easily with their job (part-time job, own business, freelance etc.) through flexible study;
  - an Elite Sports Student, i.e. a student who has Dutch A status, High Potential Status, Selection Status, Sports Association Status, International Talent status, National Talent status or Promising Status (*A-status, HP-status, Selectie-status, Bondsstatus, IT-Status, NT-status, Belofte-status*) and has had this status registered with the Student Counsellor for Elite Sports Students;
  - members of a student board, i.e. students who are eligible for an administrative grant from the UU (for student board members in student organisations, or students in university management or representative advisory bodies);
  - students with care duties (informal caregivers);
  - students with a chronic illness or disability, and
- c. they are required to pay statutory tuition fees, and
- d. if the student wants to participate in flexible study for GIMA or a teacher training programme: they belong to the group of the first 100 applicants for flexible study for GIMA or the first 300 applicants for flexible study for an teacher training programme.

### **C. Decision concerning participation**

The Head of the Central Student Administration (CSA) decides whether a student is eligible to participate in the experiment (i.e. meets the conditions), after a statement has been given by or on behalf of the Director of Education that the student concerned meets the conditions listed under B (b) and (d).

The Head of CSA will decide on behalf of the Executive Board whether the student will be registered as a flexible student. The student concerned may appeal against the decision of the Head of CSA to the Executive Board.

### **D. Tuition fees for flexible study**

- a. The amount of the tuition fees will be set by the Head of CSA based on the number of credits determined by or on behalf of the Director of Education for the courses that the student, at the start of the academic year, intends to take in that year.
- b. The tuition fees due will be calculated per credit, i.e. the statutory tuition fees divided by 60, plus 15%.
- c. The rules contained in these regulations and the statutory rules for a reduction of, exemption from and refund of tuition fees do not apply for the flexible student. The Director of Student and Academic Affairs may deviate from these rules if the decision not to refund some of the tuition fees paid would lead to an exceptional case of utmost unfairness if the student, as a result of unforeseen circumstances, is forced to end his or her registration as a flexible student.
- d. The flexible student may always take fewer subjects than he or she has stated, but in that case no tuition fees will be refunded. The student will pay for the courses which he

- or she intends to take and for which he or she has registered, and not for the courses that the student actually takes.
- e. If the flexible student registers for more courses than have been paid for, the tuition fees will be recalculated with a new registration for a course, at which time additional tuition fees for the additional courses will be payable.
  - f. Payment of the tuition fees due for the academic year concerned must be made in a lump sum or in instalments.

#### **E. Switching from flexible study to full-time study during the academic year**

The flexible student is entitled during the course of the academic year to decide after all to take the courses full-time upon payment of the full statutory tuition fees. When switching to regular full-time study, the student concerned will owe a proportional part of the full-time statutory tuition fees for the remaining period of the academic year to which the full-time registration applies.

#### **7. UNLAWFUL USE OF EDUCATIONAL OR EXAMINATION FACILITIES**

Those who make use of educational or examination facilities without being enrolled will forfeit, due to unlawful use of these facilities, for each month in which unlawful use was made of these facilities, a penalty amounting to the sum that they would have owed in tuition fees in that period. This sum will be increased by € 200 in administration fees. Persons may only pass the examination and receive the certificate after the penalty has been paid. The Head of CSa will, having received the outstanding tuition fees for the academic year in question, and the administration fees of € 200, issue a statement of no objection in relation to the passing of the examination and the issue of the certificate.

#### **8. HIGHER EDUCATION DATABASE (BRON-HO)**

The Head of CSa will exercise the Executive Board's authority in relation to the provision of information to BRON-HO and the extraction of information from BRON-HO (Section 7.52 WHW).

#### **9. ELECTRONIC COMMUNICATION**

Decisions and announcements concerning enrolment and tuition fees as referred to in these regulations will be sent to the enrollee electronically via Studielink or to the email address that the enrollee has recorded in Studielink.

#### **10. ONLINE PROOF OF ENROLMENT**

The student who has enrolled will be provided with proof of registration by means of an online student card in the MyUU app. The student can login to the app using his Solis ID. A written statement of enrolment can be printed out through OSIRIS.

#### **11. REPLACEMENT CERTIFICATE IN CASE OF A CHANGE OF NAME / GENDER**

A replacement diploma and diploma supplement may be issued by the Board of Examiners concerned if:

- the forename has changed (if this has also been changed in the birth certificate on the grounds of Section 1:4(4) of the Dutch Civil Code,
- the surname has changed (if this has also been changed in the birth certificate on the grounds of Section 1:7(1) of the Dutch Civil Code,
- the gender has changed (if this has also been changed in the birth certificate on the grounds of Section 1:28b(2) of the Dutch Civil Code.

This will be done on condition that the graduate submits the original certificate to the Board of Examiners concerned.

The graduate may obtain a replacement diploma only after the Head of CSa has established that the conditions for a replacement certificate have been met. Following receipt of the documentary evidence the Head of CSa will issue a certificate of no objection for the Board of Examiners concerning the issue of the replacement certificate. The Head of CSa will also pass on the changed details to BRON-HO.